

BULLETIN
OF
THE JOHN RYLANDS LIBRARY
MANCHESTER

EDITED BY
THE LIBRARIAN
(HENRY GUPPY, C.B.E., Litt.D.)

VOLUME 28
1944

Reprinted by permission of The John Rylands Library
KRAUS REPRINT LIMITED
Nendeln/Liechtenstein

1967

14 September 1972

Printed in Germany

Lessing-Druckerei – Wiesbaden

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1. The use of the Library is restricted to purposes of research and reference, and under no pretence whatever must any Book, Manuscript, or Map be removed from the building.
2. The Library is open to holders of Readers' Tickets daily, as follows : Mondays, Wednesdays, and Thursdays, from 10 a.m. to 6 p.m. ; Tuesdays and Fridays, from 10 a.m. to 6 p.m. (during the War) ; Saturdays, from 10 a.m. to 2 p.m.

The Library will be closed on Sundays, Good Friday to the following Tuesday, Christmas Day, New Year's Day, Bank Holidays, and the whole of Whit-week.

3. Persons desirous of being admitted to read in the Library must apply in writing to the Librarian, specifying their profession or business, their place of abode, and the particular purpose for which they seek admission.*
4. Every such application must be made at least two clear days before admission is required, and must bear the signature and full address of a person of recognized position, whose address can be identified from the ordinary sources of reference, certifying from personal knowledge of the applicant that he or she will make proper use of the Library.
5. If such application or recommendation be unsatisfactory, the Librarian shall withhold admission and submit the case to the Council of Governors for their decision.
6. The Tickets of Admission, which are available for twelve months, are not transferable, and must be carefully preserved, produced when required, and returned on expiry, or when no longer required. They will be renewed, if sufficient reason is shown, on application by letter enclosing the ticket.
7. No person under eighteen years of age is admissible, except under a special order from the Council of Governors.
8. Readers may not write upon, damage, turn down the leaves, or make any mark upon any Book, Manuscript, or Map belonging to the Library ; nor may they lay the paper on which they are writing upon any Book, Manuscript, or Map.
9. The erasure of any mark or writing on any Book, Manuscript, or Map is strictly prohibited.
10. No tracing shall be allowed to be made without express permission of the Librarian.
11. Books in the Open Reference Shelves may be consulted without any formality, but after use they are to be left on the tables instead of being replaced on the shelves.
12. Other books may be obtained by presenting to the Assistant at the counter one of the printed application slips properly filled up.

* Forms of Application for Reader's Ticket may be had on application to the Librarian.

RULES AND REGULATIONS

13. Readers before leaving the Library are required to return to the Assistant at the counter all Books, Manuscripts, or Maps for which they have given tickets, and must reclaim their tickets. Readers are held responsible for such Books, Manuscripts, or Maps so long as the tickets remain uncanceled.
14. Books of great value and rarity may be consulted only in the presence of the Librarian or one of his Assistants.
15. Readers before entering the Library must deposit all wraps, canes, umbrellas, parcels, etc., at the Porter's Lodge in the Vestibule, and receive a check for same.
16. Conversation, loud talking, and smoking are strictly prohibited in every part of the building.
17. Readers are not allowed in any other part of the building save the Library without a special permit.
18. Readers and visitors to the Library are strictly forbidden to offer any fee or gratuity to any attendant or servant.
19. Any infringement of these Rules will render the privilege of admission liable to forfeiture.
20. The privilege of admission is granted upon the following conditions :—
 - (a) That it may at any time be suspended by the Librarian.
 - (b) That it may at any time be withdrawn by the Council of Governors.
21. Complaints about the service of the Library should be made to the Librarian immediately after the occurrence of the cause for complaint, and if written must be signed with the writer's name and address.
22. All communications respecting the use of the Library must be addressed to the Librarian.

HENRY GUPPY.

N.B.—It is earnestly requested that any Reader observing a defect in or damage to any Book, Manuscript, or Map will point out the same to the Librarian.

ADMISSION OF THE GENERAL PUBLIC AND VISITORS.

The general public are admitted to view the Library on Tuesday and Friday afternoons between the hours of two and five. Visitors to Manchester from a distance, at any other time when the Library is open, will be admitted for the same purpose upon application to the Librarian.